**Proof of Concept Scheme (PCS)**

**APPLICATION FORM**

# APPENDIX A

**MAURITIUS RESEARCH AND INNOVATION COUNCIL**

**PROOF OF CONCEPT SCHEME**

**Application Cover Page**

|  |
| --- |
| **Project Title:** |
| **Priority Area:**  **[ ]** Agriculture / Aquaculture **[ ]** Chemical  **[ ]** ICT **[ ]** Energy **[ ]** Environmental **[ ]** Electrical / Electronics **[ ]** Medical / Diagnostics **[ ]** Mechanical / Engineering **[ ]** Pharmaceuticals **[ ]** Materials / Manufacturing **[ ]** Biotechnology **[ ]** Services(Specify with a**🗸**) |
| **Requested amount[[1]](#footnote-1):**  | **Proposed duration**: Months |
| **Project leader (PL) name:**  | **Title**: Mr / Ms /Mrs /Dr /Prof |
| **Enterprise / Company / Institution:**  | **BRN[[2]](#footnote-2):**  |
| **Address:**  | Tel: Fax:E-mail: |
| **Other Team Member**(If any)**:** | **Title**: Mr / Ms /Mrs /Dr /Prof |
| **Address:** | Tel: Fax:E-mail: |
| **Other Team Member**(If any)**:** | **Title**: Mr / Ms /Mrs /Dr /Prof |
| **Address:** | Tel: Fax:E-mail: |
| **FOR MRIC USEONLY** |
| DATE RECEIVED: | DATE ACKNOWLEDGED: |
| MRIC PROPOSAL NUMBER: | ASSIGNED TO: |

# APPENDIX B

## PROPOSAL CHECKLIST

***Does the Proposal meet the following requirements?***

* COVER PAGE is complete (Appendix A). **[ ]**
* Project duration does not exceed 12 months. **[ ]**
* Project Summary is complete (Appendix C). **[ ]**
* Project Leader is employed by the enterprise/company/institution,

or owns the enterprise/company **[ ]**

* The CVs of the Project Leader and other team members are attached. **[ ]**
* Letter(s) or statement(s) of current and pending support is (are) included. **[ ]**
* Proposal adheres to the Proposal Format (as described in Guidelines, Section 6.3)

and includes information as requested in the Application Forms. Any additional

supporting information has been clearly referenced and the details annexed to the

proposal. **[ ]**

* Project Activities and budgeting sheet is complete (Appendix D). **[ ]**
* Project Scheduling and Cost Breakdown is complete (Appendix E). **[ ]**
* Project Milestones and Disbursement Schedule is complete (Appendix F). **[ ]**
* Proposal describes commercial potential.  **[ ]**
* Where applicable, Business Registration Number (BRN) and certificate of incorporation

of the enterprise/company have been provided. **[ ]**

* A soft copy version of the proposal is being submitted together with one original

hard copy. **[ ]**

# APPENDIX C

**Proof of Concept Scheme**

|  |
| --- |
| **Project Leader Name:**  |
|
|
|
| **Address:** | **The information on this form may be made public.** |
|
|
| **Enterprise / Company / Institution:**  |
|
|
|
| **Project Title:** |
|
|
| **TECHNICAL ABSTRACT (200 words or less)** | **Include Potential Commercial Applications** |
|
|    |
| **Key Words to Identify Research (8 maximum)** |
|
|
|

## PROJECT SUMMARY

# DETAILED PROJECT INFORMATION: SECTIONS 1 to 8

## SECTION 1: PROJECT DESCRIPTION AND PURPOSE

## A. Select the activity(ies) for which funding is sought(specify with a 🗸; see footnote below)[[3]](#footnote-3):

1. **[ ]**Techno-economic evaluation studies
2. **[ ]**Initial product, process (comprehensive technology package) and prototype development
3. **[ ]**Refining and implementing designs
4. **[ ]**Production of market samples and/or associated testing
5. **[ ]**Sourcing of intellectual property (IP) opinions
6. **[ ]**Business plan development
7. **[ ]**Detailed primary market research
8. **[ ]**Others: …………………………………………

**B. How do you identify yourself? (specify with a**🗸**; see footnote below)**[[4]](#footnote-4)**:**

1. **[ ]**Micro enterprise
2. **[ ]**Small enterprise
3. **[ ]**Medium enterprise
4. **[ ]**Large enterprise
5. **[ ]**Start-up company
6. **[ ]**Secondary education institution in collaboration with an enterprise
7. **[ ]**Tertiary education institution in collaboration with an enterprise
8. **[ ]**Research institution in collaboration with an enterprise
9. **[ ]**Individual in collaboration with an enterprise/institution

## Concise description of the project (please see Section 6.3C of the Guidelines; additional supporting information should be clearly referenced and the details annexed to the proposal):

1. Briefly describe the project to be undertaken (max 200 words).
2. What is the specific technology product/process/service innovation that either has been, or is planned to be developed?[[5]](#footnote-5)
3. What is the purpose and end goal of this specific project (i.e., how does this proposed project fit into the commercialisation of the technology, as mentioned in 1.2B)?

## Overall project purpose:

1. What identified problem/need in the market are you addressing? How significant is the need/ problem? Please quantify and substantiate as far as possible.
2. List the target groups who have this problem/need, and who is likely to pay to have it solved?
3. List competitors or competing technologies or possible other products/services/processes, which will compete in the same space as your intended innovation using the below table.

|  |  |  |
| --- | --- | --- |
| **Current/alternative offerings in the market** | **Features of current/alternative offerings** *(Mention the most important advantages and disadvantages of current offerings)* | **Competitive advantage** *(Any superior features that you have over your competitors’ offerings/current offerings.)* |
| Competitor 1 |  |  |
| Competitor 2 |  |  |
| Competitor 3 |  |  |

1. Explain the competitive advantage of your innovation compared to current or other potential offerings as mentioned in 1.3 C.
2. Which of the following indicators of the Global Innovation Index (GII) will your innovation contribute towards?[[6]](#footnote-6)(Tick as appropriate)

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Indicator** | **Sub-indicators** | **Tick (✓)** |
| 1 | **Human capital & research** | Tertiary education |  |
| Research & Development (R&D) |  |
| 2 | **Infrastructure** | Information & Communication Technologies (ICTs) (i.e., access and use of ICT) |  |
| Ecological sustainability |  |
| 3 | **Business sophistication** | Knowledge workers |  |
| Innovation linkages (i.e., University/Industry research collaboration) |  |
| Knowledge absorption |  |
| 4 | **Knowledge & technology outputs** | Knowledge creation (e.g., patents, scientific and technical articles) |  |
| Knowledge impact |  |
| Knowledge diffusion |  |
|  | **Creative outputs** | Intangible assets (e.g., assets protected through Intellectual Property Rights, including Industrial Designs, Trademarks, Copyright)  |  |
| Creative goods & services |  |
| Online creativity |  |

## Project technology status:

The table below is a part of the standardized Technological Readiness Level which can be used to evaluate the maturity of your evolving innovation.

|  |  |  |
| --- | --- | --- |
| **Step** | **Technology level** | **Description**  |
| **A** | Concept formulation | Literature review has been completed. Some practical applications are to be identified; materials or processes required are confirmed. Technology and hypothesis are formulated. Research plans and protocols are developed, peer reviewed and approved. Innovation begins. |
| **B** | Analytical and experimental critical function or research on proof of concept established | Laboratory measurements validate analytical predictions of separate technology elements. Hypothesis tested.  |
| **C** | Validation in laboratory environment | Test results on prototype confirm design and meet technical performance. Hypothesis refined. Formulations tested. |
| **D** | Laboratory scale validation in relevant environment | Validation of prototype under relevant operational conditions, mimicked in the laboratory. |
| **E** | Integrated prototype system verified in relevant environment | Prototype demonstration in the operational environment (i.e., early trials). |

1. What is the current status of technology development of your innovation? *(Tick one as appropriate)*

**[ ] A [ ] B [ ] C**

1. What stage are you hoping to reach upon successful completion of the project? *(Tick one as appropriate)*

**[ ] C [ ] D [ ] E**

1. Please attach a summary of results on work already conducted on this project.
2. What further activities (beyond the above) would be required before you can sell your product (i.e., enter the market)? If additional development / innovation funding will be required once this Proof of Concept project has been completed, briefly describe what activities would be included in the scope of that next phase.
3. Provide information on any prior funding received for this project (funder’s name, amount received and outcome reached with funding).

1. Have you approached other potential business partners/funders for financial support? If so, what is the status of your application? Please provide information on any other possible funding sources.

## SECTION 2: INTELLECTUAL PROPERTY (IP)

1. Do you have patents or other IP protection in place that pertains to the project? If so, who owns the IP? If third-party IP is involved, indicate what it is and whether you have rights to exploit that IP commercially?
2. Is there a strong likelihood that you will develop new IP that is protectable? If so, briefly describe potential IP of this project.
3. What do you regard as the most difficult aspects for competitors to copy in your offering?
4. Has a prior art search been completed? If so, briefly summarise the outcomes.

# APPENDIX D

## SECTION 3: PROJECT ACTIVITIES & BUDGETING

|  |  |  |
| --- | --- | --- |
| **1** | **Project Leader Name:** | **Project Title:** |
| **2** | **Project Activities[[7]](#footnote-7)** | **Durations (months)***(Shade accordingly)*  | **Responsible Party** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |
| 1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |   |   |   |  |   |
| 3 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  6 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  7 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  8 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9 |  |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | **Staff Cost** | **Funding[[8]](#footnote-8) requested from MRIC (MUR)** | **Contribution by Enterprise /Company /Institution** **(MUR)** | **Full Cost (MUR)[[9]](#footnote-9)** |
| **In-Cash[[10]](#footnote-10)** | **In-Kind** |
| a | Project Leader |  |   |  |  |
| b | Research/Project Collaborator |  |   |  |  |
| c | Project Assistant |  |    |  |  |
| d | Secretarial / Clerical |  |    |  |  |
| e | Other (please specify) |  |    |  |  |
|   |  TOTAL (A) |  |   |  |  |
| **4** | **Equipment Cost, including hardware & software** |  |  |  |  |
|  a |  |  |   |  |  |
|  b |  |  |   |  |  |
|  c |  |  |   |  |  |
|  | TOTAL (B) |  |  |  |  |
| **5** | **Other Direct Costs** |  |   |  |  |
| a | Consultancy |  |    |  |  |
| b | Sub-contract charges |  |  |  |  |
| c | Consumables (to specify, if necessary on separate sheet) |  |    |  |  |
| d | IT and Other Services |  |    |  |  |
| e | Local Travel |  |    |  |  |
| f | Overseas Travel |  |    |  |   |
|  g | Documentation/Publication |  |  |  |  |
|  h | Other (please specify) |  |  |  |  |
|  | TOTAL (C) |  |  |  |  |
|  | **GRAND TOTAL (A+B+C)** |  |  |  |  |
| ***Note:*** *Justification will have to be provided for the above cost components.* |
| Certified by: (Head of Enterprise/Company/Institution)Name:Designation:Signature:Enterprise/Company/Institution seal | Date: |  |  |
|  |  |  |

# APPENDIX E

## SECTION 4: PROJECT SCHEDULING AND COST BREAKDOWN

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Project Leader:** | Starting date: | Completion date: |
| **COST BREAKDOWN FOLLOWING COST COMPONENTS FOR EACH OF THE ACTIVITIES**  | **ACTIVITIES** | **PER ITEM** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | **MRIC Contribution****(MUR)** | **Enterprise/****Company/****Institution****In-Cash****Contribution****(MUR)** | **Enterprise/****Company/****Institution****In-Kind****Contribution****(MUR)** |
|   | **Staff Costs** |   |   |   |   |   |   |   |   |   |   |
|  a | Project Leader |   |   |   |   |   |   |   |   |   |   |  |  |  |
|  b | Research/Project Collaborator |   |   |   |   |   |   |   |   |   |   |  |  |  |
|  c | Project Assistant |   |   |   |   |   |   |   |   |   |   |   |  |  |
|  d | Secretarial / Clerical |   |   |   |   |   |   |   |   |   |   |   |  |  |
|  e | Other (please specify) |   |   |   |   |   |   |   |   |   |   |   |  |  |
|  | **Equipment Costs, including hardware & software** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a |   |    |    |    |  |   |   |   |   |   |  |  |  |  |
| b |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| c |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Other Direct Costs**  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a | Consultancy |  |  |  |  |  |  |  |  |  |  |  |  |  |
| b | Sub-contract charges |  |  |  |  |  |  |  |  |  |  |  |  |  |
| c | Consumables (to specify, if necessary on separate sheet) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| d | IT and Other Services |  |  |  |  |  |  |  |  |  |  |  |  |  |
| e | Local Travel |  |  |  |  |  |  |  |  |  |  |  |  |  |
| f | Overseas Travel |  |  |  |  |  |  |  |  |  |  |  |  |  |
| g | Documentation/Publication |  |  |  |  |  |  |  |  |  |  |  |  |  |
| h | Other (please specify) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL PER ACTIVITY** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| REMARKS |
|   | 1. A set of 10 activities maximum can be freely defined for a project. |
|   | 2. The cost breakdown for each activity should be carried out following the predefined cost components. |
|   |   |
| Approval by MRIC: | Date: | Approval by Project Leader:Enterprise/Company/Institution seal | Date: |
|
|

# APPENDIX F

## SECTION 5: PROJECT MILESTONES AND DISBURSEMENT SCHEDULE[[11]](#footnote-11)

|  |  |
| --- | --- |
| **PROJECT TITLE:** |  |
| **PROJECT LEADER:** | **Starting date:** | **Completion date:** |
| **MILESTONE PERIOD** | **DURATION (MONTHS)** | **STARTING DATE** | **PROGRESS REPORT DUE DATE**(To be submitted at the end of each milestone) | **ACTIVITIES** (Listed in section 3 to be carried out during the period e.g. 1, 2, 3) | **MRIC Funding****(MUR)** | **Contribution by Enterprise/Company/****Institution****(MUR)** |
| **In-Cash** | **In-Kind** |
| 1 |   |   |   |   |   |  |   |
|  |   |   |   |   |  |  |   |
| 2 |   |   |   |   |   |  |   |
|  |   |   |   |   |   |  |   |
| 3 |   |   |   |   |   |  |   |
|  |   |   |   |   |   |  |   |
| 4 |   |   |   |   |   |  |   |
|  |   |   |   |   |   |  |   |
|  |   |   |   |   |   |  |   |
|   | Total Duration:  |   |   | Total Number of Activities: | Total MRIC Funding:  | Total In-Cash Contribution: |  Total In-Kind Contribution: |
| Approval by MRIC: | Date: | Approval by Project Leader: | Date: |

## SECTION 6: COMMERCIAL RISKS

1. List any technical and non-technical risks pertaining to the project and state how these risks will be mitigated. Please complete the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Risks** | **Probability of occurrence**(0-very low, 10- very high) | **Impact/effect of identified risk**(0-very low, 10- very high) | **Mitigation plan** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Who are the key team members required to execute this project? Provide details of the expertise available in the research team. Please also attach CVs of applicant and all team members and the contribution of each team member in this project.

## SECTION 7: ASSUMPTIONS AND LIMITATIONS

## What assumptions are made in this project?

## What are the technical limitations of the project? For example, is certain infrastructure required that is not available locally?

## What is the furthest this project can be taken prior to engaging a commercial partner?

## SECTION 8: DECLARATION

I declare that:

* I undertake to execute the project according to the project plan in this application.
* I am aware that there may be further information required by the MRIC in respect of this application, and that failure to provide requested information in a timely manner may lead to a rejection of this application.
* The information contained in this application plus any supporting information is to the best of my knowledge true, accurate and complete at the time of application. I accept that MRIC has the right to terminate this application and/or any project funding that may ensue in instances where the information provided is found to be false, and where instances of fraud are detected.
* Unless disclosed above in Section 1.4(6), I have not applied for or received any other funding from MRIC or other entities in regard to the technology that is the subject matter of this application.

Enterprise/Company/Institution seal

Applicant Name: ………………………………………………………. ID No: ………………………………………………………

Signature: …………………………………………………………………. Date: ……..…………………………………………………

Enterprise/Company/Institution name: ..………………………………………………………………………………………….

 ***End of Application Form***

# APPENDIX G

## PROGRESS REPORT

**Proof of Concept Scheme**

|  |  |
| --- | --- |
| **Title of Project:** | **Contract No.:** |
| **Name of Project Leader:** |
| **Name of Accountant/Head of Finance:** |
| **Name of Enterprise/Company/Institution:**  |
| **Project Start Date:** | **Projected Completion Date:** |
| **Progress Report for Milestone No.:** .……..**For the period starting** ……………….………..…..**to**………………..………….. |

**STATEMENT**

We certify that to the best of our knowledge:

* 1. the statements herein (excluding scientific hypotheses and scientific opinions) are true and complete;
	2. the text and graphics in this report as well as any accompanying publications or other documents, unless otherwise indicated, are the original work of the signatories or individuals working under their supervision and
	3. Funds allocated by the Mauritius Research and Innovation Council for the project have been used for the agreed purposes of the project and according to our enterprise/company/institutional regulations.

Enterprise / Company / Institution seal

**Signature of Project Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Accountant/Head of Finance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Progress Report should follow the below format and should be sufficiently detailed to allow a proper assessment of the work undertaken during the period covered.

**1. OBJECTIVES:**

A list of detailed activities in the Milestone period under review.

**2. WORK COMPLETED:**

A report on the progress to date and their relationship to the general goals of the grant. This section should include full details of the work undertaken during this Milestone period, including a summary of new data/information generated.

**3. OUTSTANDING WORK:**

A brief summary of the activities of the next Milestone period and how the activities of the period under review link to the next period.

**4. PROBLEMS ENCOUNTERED BY PROJECT LEADER AND THE COLLABORATORS**

A brief account of the problems encountered during this Milestone period and measures taken to address these.

**5. WAY FORWARD / CONCLUSION**

Future works or concluding remarks.

1. Amount request should not exceed MUR 1 Million. [↑](#footnote-ref-1)
2. Business Registration Number(BRN; please provide a copy of the certificate of incorporation) [↑](#footnote-ref-2)
3. While selecting, you **must** include at least one of the activities marked 1 to 4. [↑](#footnote-ref-3)
4. Micro enterprise: Annual turnover of not more than MUR 2 Million

Small enterprise: Annual turnover of more than MUR 2 Million but not exceeding MUR 10 Million

Medium: Annual turnover of more than MUR 10 Million but not exceeding MUR 50 Million

Large Enterprise: Annual Turnover of more than MUR 50 Million [↑](#footnote-ref-4)
5. A technological product innovation is the implementation/commercialisation of a product with improved performance characteristics, such as to deliver objectively new or improved services to the consumer. A technological process innovation is the implementation/adoption of new or significantly improved production or delivery methods. It may involve changes in equipment, human resources, working methods or a combination of these. [↑](#footnote-ref-5)
6. For more information, refer to the web link: *https://www.globalinnovationindex.org/* [↑](#footnote-ref-6)
7. List all activities and its duration. A maximum of ten (10) activities can be freely defined for a project. These should be in line with the project plan defined in the project proposal. The duration of the activities should be in a chronological order. The responsibility of undertaking each activity should clearly be listed. [↑](#footnote-ref-7)
8. Total funding requested from MRIC should not exceed MUR1 million. [↑](#footnote-ref-8)
9. Indicate the estimated full cost in this column. [↑](#footnote-ref-9)
10. In-cash contribution by the Enterprise/Company/Institution should be at least 10% of the grant being requested from the MRIC. [↑](#footnote-ref-10)
11. |  |
| --- |
| **Enterprise/Company/Institution seal** |

The duration of the Milestones should be in a chronological order. Each Milestone may consist of several activities. Disbursement of funds will be made at the start of each Milestone upon submission of a satisfactory progress report, statement of accounts, invoices and receipts, amongst others. [↑](#footnote-ref-11)